



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 5-10-77	1. Agency Address Department of Public Safety Driver Services Section Drivers License Advisory Board 959 E. Confederate Avenue, S. E. Atlanta, Georgia 30301	Application Number <b>77-137</b>	Date Received JUN 5 1977 Date Completed JUN 22 1977
Application Number DPS-MAB-01	2. Person to Contact Don R. Kicklighter	Working Title Lieutenant	Telephone Number 656-5821
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1976	Latest to date	5. Records Series Title (followed by title used in office, if different) Drivers License Advisory Board Medical Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Drivers' License Advisory Board Section is responsible for administering the review of medical reports of individuals reported to be unsafe drivers. The Department of Public Safety uses the recommendations of the Board to determine the driving status of individuals and to determine whether to revoke or reinstate drivers' licenses based on individuals' medical capabilities. The Board is also responsible for advising the Commissioner on medical criteria and vision standards relating to licensing drivers.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Reviewing medical reports of reported individuals who may be unsafe drivers and to making recommendations as to the revocation or reinstatement of drivers' licenses.  Included are: Physician's Medical Report, Post Commander's background file, statements from relatives, Medical Advisory Boards recommendations and related correspondence. Also included is a card index to the file.   File is arranged: Numerically by case numbers.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1200</u> ; Seven to twelve months old <u>25</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>4</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. See attached.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy, or give name of report. Quarterly Evaluation Reports
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	2	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need is a maximum of 2 years.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other 6 month period then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Paper File: Cut off file at end of each 6 month period; then microfilm; then, after verification of microfilm destroy paper copy.

Microfilm: Hold in current files area 18 months; then destroy.

( ) Concur

( ) Nonconcur

*St O R Kinkhight*  
Director Drivers Services

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>[Signature]</i>	6-14-77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee	<i>[Signature]</i>	<i>[Signature]</i>	6-20-77
Secretary of State/Designee	<i>[Signature]</i>	<i>[Signature]</i>	6-17-77
Attorney General/Designee	<i>[Signature]</i>	<i>[Signature]</i>	6-20-77